

2019 Photo Day

Envelope and Order Instructions

Dear Parents and Students,

Toorak Primary School PHOTO DAY IS 15-02-2019

School photo order envelopes have been or will be distributed to every student and it is important that the order instructions (below) are followed.

**** IMPORTANT PLEASE NOTE – ONLINE ORDERING FOR SIBLING PHOTOS WILL CUT OFF ON 14-02-2019 ****

ONLINE ORDERING Your child's school photos are now available for secure online purchase, please note if you are ordering online, you do not need to return an envelope to the school

4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

Step 1: [CLICK HERE: EASY ACCESS LINK](#) - Click on this link if you are using a supported device

- OR - Go to www.advancedlife.com.au before photo day and enter your school code [F5E BW4 VJ8]

Step 2: Enter your student's details

Step 3: Choose the package that best suits your needs (all orders will be returned to the school for collection)

Step 4: Pay for the photos via the shopping cart (upper right corner of the page)

**** Online Orders will attract a \$1 service fee**

Please Note: Late fees will apply once orders are closed (5 days after photo day)

FAMILY / SIBLING PHOTOS No envelope required if ordering online

4 EASY STEPS TO ONLINE SCHOOL PHOTO ORDERING

- Go to www.advancedlife.com.au before photo day and enter your school code [F5E BW4 VJ8]
- Family/Sibling photo orders online close on 14-02-2019
- Orders can be placed by returning an envelope up until photo day with cash or cheque enclosed

ORDERING USING AN ENVELOPE

ENVELOPES WILL BE HANDED TO EACH CHILD, PLEASE SEE THE SCHOOL OFFICE IF YOU HAVE NOT RECEIVED ONE

Step 1: Student Details: Complete the student details section on the front of the order envelope.

Please use black or blue pen.

Step 2: Purchase Details: Complete the purchase details on the front of the envelope.

Step 3: Payment Method: Select your payment method.

Credit Card – Online Only at www.advancedlife.com.au

Cash – Please enclose correct money – no change is given under any circumstances

Cheque – Make payable to Advancedlife Photography with your name & address on the back of cheque

Please allow 60 days for your cheque to be finalised - a \$25 fee will apply to any dishonored cheque payments

Please Note: A portrait and a class group photograph will be taken of every student at the school, regardless of purchase. Photographs of your children taken as part of a class group are only permitted to be distributed within their own class. Your child's name will appear on the class group photo. If you Do Not wish your child to be photographed, please contact your school office with your instructions prior to Photo Day.

Please feel free to contact us via email or phone should you have any queries in regards to your child's school photo order.

info@advancedlifevic.com.au or 03 9852 1133

Advancedlife Team